



**People Making  
A Difference!**

**Idaho  
State Government**



**Division of  
Human Resources**

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# Education Director

## Program Specialist

### Real Estate Commission

**Open for Recruitment:** February 2, 2005 - February 23, 2005

**Announcement #** 05274051618

**Salary Range:** \$15.25 to \$25.25 -Plus Competitive Benefits!

**Location(s):** Boise

***The Idaho Real Estate Commission is seeking a dynamic individual to manage the statewide program of real estate education.***

**The individual in this position will:**

- Supervise provider, course, and instructor certification.
- Monitor and evaluate performance of approved instructors, courses and schools.
- Perform program management including long-term planning, implementation, monitoring and evaluating the statewide program of real estate education.
- Provide advisory and technical consultation to Education Council and Commission members, schools, trade associations and the public.
- Communicate effectively with the public via telephone and in person; including oral presentations as needed.

**In addition the incumbent will:**

- Audit the self-certification of continuing education on licensee renewals.
- Supervise the real estate examination liaison function.
- Represent the Executive Director as required.
- Conduct surveys, interviews and research to determine prelicense, continuing education and professional education needs.
- Research and compile reports.

**Minimum Qualifications:**

**Experience in:**

- Program management.
- Supervision
- Experience developing and evaluating rules, regulations, policies and/or procedures.
- Experience compiling and analyzing information and writing reports.
- Experience preparing and presenting oral presentations to groups.

**Knowledge of:**

- Training theory.

- Management practices.

The highly qualified applicant will have experience working in a 'distance learning' environment; as well as having experience with commonly used computer software functions such as word processing, spreadsheet, internet, e-mail, financial tracking, desktop publishing and database.

Please be prepared to discuss this should you be invited for an interview.

**For more information about the Idaho Real Estate Commission, please click on the agency name at the top of the announcement.**

**For more information about Idaho and the city of Boise [click here.](#)**

**Examination:** Education and Experience. Enter your responses to the questions in the space provided in the examination. You must have the minimum level of experience or education described for each question to qualify for this position. Scoring will be based on the information you provide. A minimum rating of **67** is needed to pass this examination. Notification of your test results will be available online when the review process is complete. Applicants who do not apply online will receive written notification.

**How to Apply:** Click on the [Apply Online](#) button to the left and follow the instructions provided to complete the Application Checklist and Exam for this position. If you are unable to use the [Apply Online](#) process, you must respond to the exam questions on this announcement and complete a State of Idaho Application. For a paper application, click on Forms at the top of the screen.

**When completing your online application information, please select [Idaho Real Estate Commission](#) under "Agencies," [full-time](#) under "Job Type/Shift" and [Boise](#) under "Cities."**

**In addition, you must complete all items in the Application Checklist. This includes: Personal Information, Education, Work History, Cities, Agencies and Job type.**

Without this information, your name cannot be referred to the hiring agency.

To preview the minimum qualifications for this position, click on "[Preview Exam](#)" below (you will not be able to take the exam from this screen). If you wish to take the exam, click on any [Apply Online](#) button and follow the instructions provided

[Preview Exam](#)

**OVERTIME NOTICE:**

At the discretion of the appointing authority, compensatory time off may be provided in lieu of overtime cash compensation.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.

### **Exam: Program Specialist - Real Estate**

The following items #1-8 are the minimum qualifications for this position. Item #9 is extra credit. Item #10 is for you to attach your resume.

Your resume, work history, or education must validate the responses you provide. This information will be provided to the hiring supervisor when making a hiring decision. Inaccurate information may result in your removal from this register

#### **1. Describe how you have gained some knowledge of program or project planning and implementation.**

Typically gained by at least one year of professional program management experience. This includes long-term planning, implementation, monitoring and evaluating the program. Please address program progress, assessing reasons for variance between actual and planned performance and identifying alternative actions and/or recommending and implementing solutions.

Include in your response if you were fully responsible for the development and implementation of a program as described above.

If this was directly related to programs in the field of real estate; or the experience is more than one year include this information also.

#### **2. Describe how you have gained some knowledge of management practices.**

Typically gained by completion of one three credit or equivalent upper division college-level course or approximately 60 hours or equivalent of management training that included all the essential elements of management (Planning, Organizing, Leading, and Controlling); OR the State/BSU sponsored Center for Management Development Supervision I-IV or equivalent; OR six months of experience performing all management elements. OR one year experience advising management (e.g. some experience, covering some or all of the four elements, as a member of a management team of a major program of a large organization unit such as a region, institution, or division of a state department or a large business. (Line supervisory experience does not qualify.)

If you have more than one upper division class or a Bachelor's degree in Business Administration, Public Administration or a related field and one or more year's direct experience, include this in your response.

#### **3. How have you gained some knowledge of supervisory practices?**

Typically gained through a class or seminar (more than one day) specifically covering supervisory practices; OR leadwork experience that required work assignment, direction, and monitoring (such experience on a fill-in basis is non-qualifying unless for a period of approximately three months or more); OR successful completion of a college level course. Please include your specific supervisory responsibilities such as interviewing, hiring, assigning work, training, monitoring and evaluating work, disciplining, and resolving employee/employer problem solving issues in your response.

#### **4. Please describe your experience developing and evaluating policies and procedures.**

Typically gained by six(6) months experience writing or assisting in reviewing/auditing and developing policies, procedures, field memorandums, directives or post orders.

If you have one or more year's experience where you were fully responsible for the areas shown

above, include this in your response.

**5. Experience independently researching, compiling, developing and summarizing material for reports on a frequent or recurring basis.**

Choose the ONE statement that BEST describes your knowledge and/or experience.

- A. I have less than one year of experience independently researching, compiling, developing and summarizing material for reports on a frequent or recurring basis.
- B. I have one year of work, college, or volunteer experience that required independently researching, compiling, developing and summarizing materials for reports.
- C. I have one year of experience in a work setting, researching, compiling and analyzing the data, drawing conclusions and developing reports based on information gathered from a variety of different sources. The reports were prepared for management use.
- D. The reports referred to in C. above would have a high degree of impact on a corporation, government or public entity, and often contain materials that are sensitive in nature.

**6. Please describe how you have acquired a good knowledge of training theory.**

Typically gained by successful completion of college degree core requirements in the area of instructional technology or closely aligned program, i.e., adult education, educational technology, performance technology (among others) which provides a strong theory base in the field of training and development (to include 400 level coursework) OR approximately two years of experience actually providing training AND completion of approximately 40 hours of trainer development coursework or workshops covering the specifics of trainer development including: adult learning theory; training needs assessment; development of training objectives; course or curriculum design; training and evaluation techniques and presentation skills.

**7. Do you have experience preparing and presenting oral presentations to groups (as described below)?**

Your experience may be either in a work or volunteer setting where you were responsible for preparing and making presentations to groups. Experience may also include successful completion of a college speech class, toastmaster or Dale Carnegie course, or business related speaking experiences, such as legislative committee reports or reports to governing boards.

- Yes
- No

**8. Do you have at least six months of experience with word processing software?**

- Yes
- No

**9. (EXTRA CREDIT) The following experience is not required but may increase your score.**

**Do you have experience with some of the following commonly used computer software functions such as spreadsheet, e-mail, internet search, financial tracking, desktop publishing, or database, etc.?**

Typically met by six month's work experience with one or more of the above software.

- Yes
- No

**10. Insert your customized resume for this position in this space. Your resume must substantiate the responses to the previous questions.**

If you do not have your resume or work history prepared, click on "finish later". You will need to return and paste your completed information here, on or before the closing date of this recruitment. At that time you will need to "save" your information, scroll down the screen to review your responses and "submit" your completed exam. Once the exam has been submitted, no additions or changes can be made.